



Exhibitor Guide

Welcome to the Fairmont Washington D.C., Georgetown! We look forward in assisting you with your exhibitor requests. Please look over the guidelines below and contact your Catering or Conference Services Manager with any questions.

MANAGER NAME: SUZIE MURLEY

PHONE: 202-457-5028

E-MAIL: suzie.murley@fairmont.com

Area Cleanliness

The Fairmont Washington, D.C., Georgetown will turn the exhibit area over in a clean and presentable state. The Fairmont Washington, D.C., Georgetown expects the exhibit area to be in the same condition upon conclusion of move-out. It is the responsibility of the exhibitors to remove all trash from the exhibit area prior to leaving the hotel after tear down.

Audio Visual and Power

To order additional audio visual equipment and/or power please contact our onsite AV company, PSAV, directly at FairmontWA_Sales@psav.com

Customs

If your material is coming from outside the country, it will have to clear U.S. Customs. We strongly recommend the use of recognized customs brokers to ensure that all material reach its destination in a timely fashion.

Food & Beverage

Due to Hotel liability and licensing restrictions for all food & beverage served on the premises, Hotel policy requires that only The Fairmont Washington, D.C., Georgetown purchased food & beverage is served on the Hotel property.

Liability

The Fairmont Washington, D.C., Georgetown is not to be held responsible for the loss of, or damage to exhibits or other property while they are on The Fairmont Washington, D.C., Georgetown property. Exhibitors accept full responsibility for any damages caused by the exhibits or other property will indemnify and save harmless Fairmont Hotels and/or The Fairmont Washington, D.C., Georgetown from and claim against such loss or damages no matter how caused.

Move-In/Move-Out

If your exhibit materials are arriving on via a freight transportation company (not a commercial shipping company such as UPS, FedEx, etc.), you must schedule the truck's arrival with the loading dock. The loading dock can only hold trucks up to 12 ft high, 15 ft wide and 18 ft long. No freight may be stacked or stored in the loading area, against fire exits, fire pull stations, or fire hose cabinets. Hand dollies and pallet jacks are not available on site. We suggest checking with your official freight transport company for provision of these items.

Safety

The Fairmont Washington, D.C., Georgetown reserves the right to dismantle any booth it deems a fire or safety hazard. All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space.
- Electrical equipment must be CSA and/or UL approved.
- No flammable liquids of any kind are permitted.
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Department.
- Smoke/fog machines, fireworks, cooking, etc. are prohibited.



Exhibitor Guide

Security

Nothing of value should be left in/on the exhibits while the exhibit table is unattended. The Fairmont Washington, D.C., Georgetown cannot assume liability for missing equipment or materials. Dedicated Security Guards may be arranged in advance at \$75.00 per hour with a 4 hour minimum.

Set-Up/Tear Down

Exhibitors must provide their own labor and equipment for any unloading of materials from trucks, transporting exhibits or displays to and from the exhibit area, setting up and dismantling of exhibits, and removal of them from the Hotel. The Hotel does not have labor on site to assist in these operations, but should you require help, this can be arranged *in advance* through your Conference Service Manager. Costs for these operations will be billed directly to the exhibitor.

Signage

Exhibitors are responsible for their own signage and banners.

The Fairmont Washington, D.C., Georgetown prohibits the following:

- Exhibits may not exceed the size of the table(s); this includes pop-up booths.
- Any article(s), including banners or signs, fastened onto the walls or electrical fixtures.
- Use of thumb tacks, scotch or masking tape, nails, screws, bolts, or any tool which could mark the floors, walls, or ceilings.
- No equipment, signs, or materials are to be leaned against the wall at any time.

Shipping

Shipping Information

The Fairmont Washington, D.C., Georgetown

c/o **SUZIE MURLEY**

2401 M Street, NW

Washington, DC 20037

Attn: (Name of exhibiting company and representative who will be receiving the boxes)

Hold for: Name of Meeting

Box _____ of _____

2401 M Street, NW

Washington, DC 20037

202-429-2400

Return Shipping

Please make sure your packages are:

- Properly Addressed
 - *Do NOT use the hotel address as the return address*
- Prepaid
- Labeled (please ask the Banquet Manager if you need Fedex or UPS labels)

Contact your shipper to arrange a pick up

- Fedex.com/pickup or 1-800-GoFedEx
- UPS.com or 1-800-PickUPS

You will need to provide the following information:

- Your account number
- Pick up location:
Fairmont Washington, D.C., Georgetown
2401 M Street, NW
Washington, DC 20037
202-429-2400

Exhibitors are responsible for tracking their own shipments and transporting them to their exhibit area once onsite at The Fairmont Washington, D.C., Georgetown.

Box Shipments

Boxes (cardboard boxes) may be shipped to the Hotel at the above address, however, they must not arrive any sooner than three business days prior to the start of the conference. The Hotel will store your boxes until your arrival. *There are handling fees that will apply.* If you are shipping boxes, you must complete and submit the attached Exhibitor Order Form.



Exhibitors are responsible for tracking their own shipments, and, once onsite, Exhibitors are responsible for transporting their own boxes to their exhibit area by arranging delivery with the hotel banquet staff.

Freight Shipments (Crates)

The Fairmont Washington, D.C., Georgetown cannot accept freight shipments (i.e. crates). You will be responsible for consignment of all freight shipments. In addition, The Fairmont Washington, D.C., Georgetown does not provide any exhibitor crate storage on site. We suggest you contact a freight transportation company to handle your move-in and move-out and storage. COD shipments will not be accepted unless specific instructions have been made in advance.

All packages received by and shipped from the Fairmont Hotel will incur a handling fee. Packages may arrive to the Hotel up to five days prior to your scheduled event/arrival. Outgoing packages must be picked up, by the carrier of your choice, no later than two days after your event. Packages in the Hotel's possession outside of this specified number of days will incur a storage fee.

Packages delivered more than (5) days before event/arrival date will be assessed a storage fee of \$25.00 per item per day. This will apply for packages left on property (2) days after the function/event has ended. Packages, equipment, signs, etc., will be disposed of in accordance with the Hotel's lost and found policy after this period.



EXHIBITOR FORM

Instructions: Please complete the following Order Form and e-mail to Ferrell Cook, Director of Security at ferrell.cook@fairmont.com no later than 7 days prior to the start of the conference.

A SecurePay link will be e-mailed to you for the credit card information.
Orders will not be processed until this has been provided.

Please Type or Print
Name _____

Company _____

Name of Conference _____

Exhibit Start Date _____ Exhibit End Date _____

Onsite Contact _____

Phone # (____) _____ - _____ Email Address _____

Handling fees for packages are based on weight of item:

<u>Weight</u>	<u>Applicable Charges</u>	<u># Packages</u>	<u>Storage Fee</u>	<u>Total Charges</u>
0 – 5 lbs	\$5.00			
6 – 20 lbs	\$10.00			
21 – 50 lbs	\$30.00			
51 – 75 lbs	\$50.00			
76 – 100 lbs	\$70.00			
Over 100 lbs	\$70.00 + \$.40 per pound, per item			
Pallets/Crates	\$200.00			
Total Amount to be Charged				\$

If you are unsure of the weight we will calculate when the box arrives.

All Boxes can be shipped to:

The Fairmont Washington, D.C., Georgetown
c/o **SUZIE MURLEY**
2401 M Street, NW
Washington, DC 20037

Attn: (Name of exhibiting company and representative
who will be receiving the boxes)

Hold for: Name of Meeting

Box _____ of _____

2401 M Street NW
Washington, DC 20037

INTERNET

To order internet please contact Suzie Murley at suzie.murley@fairmont.com

AUDIO VISUAL/POWER

To order additional audio visual equipment and/or power please contact our onsite AV company, PSAV, directly at FairmontWA_Sales@psav.com

FOOD AND BEVERAGE

Food and Beverage may be ordered for an additional charge. Please contact Suzie Murley at suzie.murley@fairmont.com



Cancellations must be received in writing seventy-two (72) hours prior show set-up.